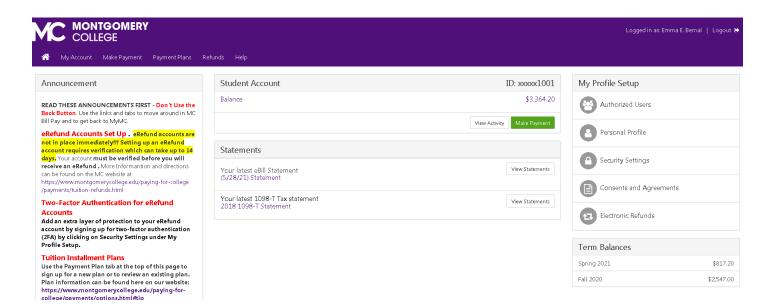
How to Make Payment on your Student Account

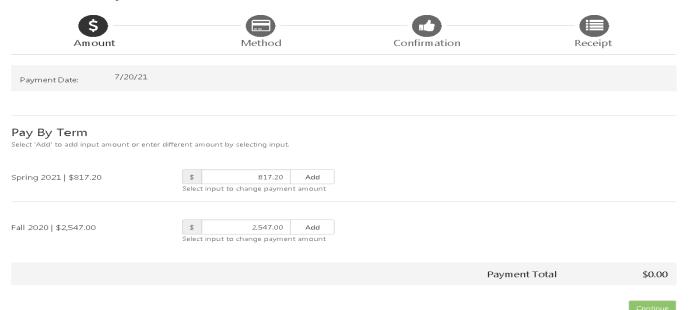
To make payments to your student account use the following steps:

1. Log into MyMC and access your student account using "Pay My Bill"



2. Select "Make a Payment" from the top menu – The Account Payment screen will be displayed.

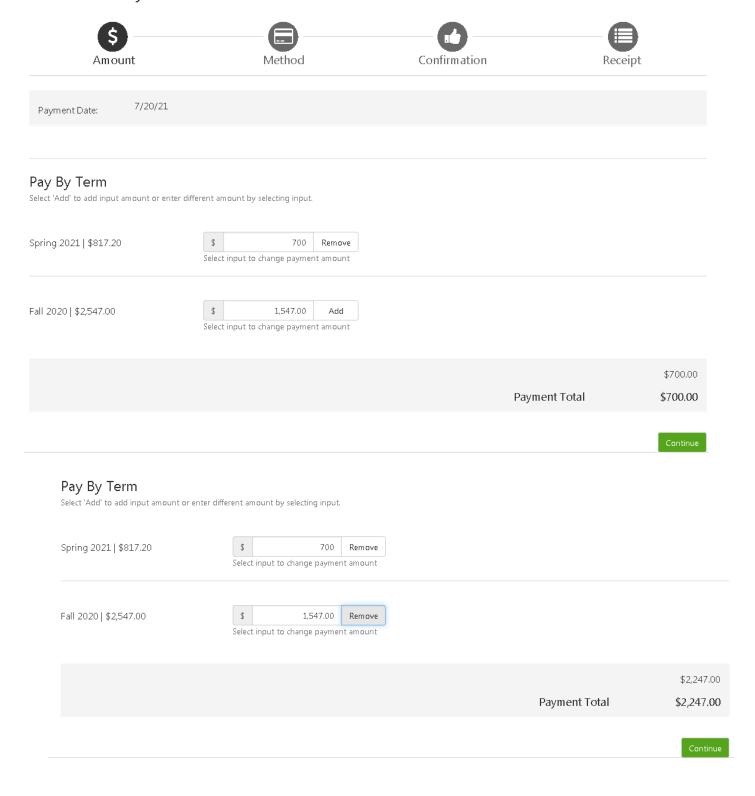
Account Payment



3. Select your term(s) and enter the amount of the payment in the box to the right of the amount owed as shown in the next two screen shots. Press "Add" to enter your payment amount. As in the first screen shot example \$700 has been added to the total. To change or "Remove" the payment amount press remove and that amount will be subtracted from the total. The second screen shot shows the partial payments entered for two terms.

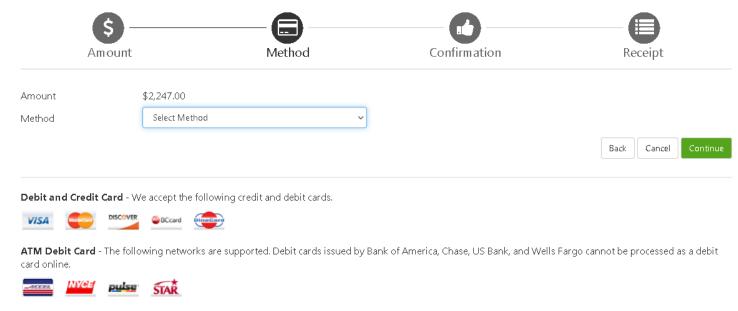
Once you have selected your payment amounts press the green "Continue" button.

Account Payment



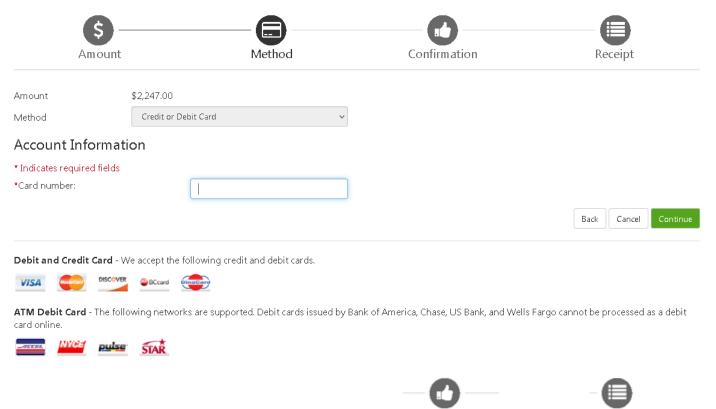
4. Select Credit or Debit Card from the "Method" drop down and press the green "Continue" button.

Account Payment



5. Fill in the Card number and press the green "Continue" button.

Account Payment



6. Finish your transaction by completing the "Confirmation" - Confirmation and "Receipt" steps.

If you have questions you may contact a cashier for assistance. The contact and office hours for cashiers can be found here: <u>Cashier Contact and Office Hours</u> or you may email acctrec@montgomerycollege.edu

Cashier Hours:

Hours at all location may vary due to staffing limitations. Cashier Office in all three campuses are closed 1–2 p.m.

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Germantown Campus	Rockville Campus	Takoma Park/Silver Spring Campus
SA 105	SV 106	ST 213
240-567-7836	240-567-5342	240-567-1526
Monday: Closed	Monday: 8:30 a.m4:30 p.m.	Monday: 10:30 a.m4:30 p.m.
Tuesday: 8:30 a.m4:30 p.m.	Tuesday: 8:30 a.m4:30 p.m.	Tuesday: Closed
Wednesday: 8:30 a.m4:30 p.m.	Wednesday: Closed	Wednesday: Closed
Thursday: 8:30 a.m4:30 p.m.	Thursday: 8:30 a.m4:30 p.m.	Thursday: 8:30 a.m4:30 p.m.
Friday: 8:30 a.m4:30 p.m.	Friday: 8:30 a.m4:30 p.m.	Friday: Closed
Friday: 8:30 a.m.–4:30 p.m.	Friday: 8:30 a.m.–4:30 p.m.	Friday: Closed